



Classification: CJIS Security Manager
Title Code: V00903
Pay Range: 34

Immediate Supervisor: As designated.

Position Supervised: As designated.

FLSA Classification: Exempt.

Working Hours: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY: This position is responsible for highly technical, supervisory and administrative work in developing, directing and implementing an information technology (IT) security, network security and audit section within a large technical division.

An employee in this position is the Information Security Officer (ISO) for the State of Missouri, which includes ensuring/documenting technical compliance with the FBI's CJIS Security Policy. This position will be responsible for planning, coordinating and executing a security plan for the criminal justice information technology projects. This person is responsible for the implementation, direction and execution of a highly sophisticated security program for the agency, which monitors and affects a number of technical environments within the Information Systems Division. This person will be responsible for project plan development and management. This position requires frequent coordination and interaction with ISD, troops, divisions and other state, local and federal agencies, as well as vendors and contractors. General direction is received from a superior, but the employee is given wide latitude for using independent judgment and initiative in attaining overall objectives.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Serves as the Information Security Officer (ISO) for the State of Missouri as well as the Security Point of Contact for the FBI CJIS Division, which includes enforcing technical security policies, system compliance and initiating possible sanctions. Develops and maintains the technical security audit program, provides the lead on any security incident event, analyzes and designs security for information systems, IT projects, network infrastructure, administrative and oversight control of LAN, network, server and VPN privileges and architecture direction, as well as future network connectivity design.

Documents technical compliance with the CJIS Security Policy with the goal to assure confidentiality, integrity and availability of CJIS information to the user community, as well as ensures that personnel screening procedures are being followed as stated in the CJIS Security Policy; and ensures compliance by GHQ, local, state and federal agencies with MSHP security policies.

Responsible for developing and performing technical security audits of all local, state and federal agencies having a connection to MULES/NCIC. Provides both written and oral reports to the CSO and other senior management officials.

Creates, maintains and cycles all key (Administrative) passwords for servers, database systems, administrative products and MSHP applications.

Responsible for authorizing all access privileges to MULES/NCIC users having completed training requirements.

Classification: CJIS Security Manager

Title Code: V00903

Pay Range: 34

Page 2

Responsible for authorizing users for LAN access, network/server/database/e-mail/VPN/MRE/MCD privileges, including IT personnel.

Plans, organizes, directs and coordinates IT security management efforts across multiple hardware and software platforms and technologies.

Provides technical direction and strategic and tactical plans for the implementation and operation of current security technology, enabling the agency to operate more efficiently, effectively and with the highest level of data integrity.

Directs and coordinates the work of a security staff of IT professionals.

Prepares and evaluates grant applications, statements of work, bid specifications and other documentation for funding and acquisition of tools, technology, contractual services and education relating to computer security.

Regularly participates in user groups and professional organizations focused on IT security and audits.

Researches and oversees the selection of all IT security and audit products and manages their use and operation.

Advises senior staff and CSO in policy-making decisions concerning CJIS requirements and IT security procedures for all the MSHP automated systems.

Provides direction to the MSHP personnel on all security related products and endeavors.

Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of the principles, practices, and techniques of IT security work and EDP auditing, including network security, server security, device security, data and application security.

Considerable knowledge of modern management principles and techniques, particularly as applied to electronic data processing.

Considerable knowledge of principles and practices of administration and supervision.

Extensive knowledge of security related issues of server hardware, operating systems software and storage technologies.

Considerable knowledge of project management concepts and principles.

Working knowledge of systems analysis and design techniques.

Possess good organizational skills.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate effectively, orally and in writing.

Effective Date: 04/25/2010 #11 Date Reviewed: 05/10/2010 HRD Date Revised: 05/10/2010 HRD

Classification: CJIS Security Manager

Title Code: V00903

Pay Range: 34

Page 3

Ability to plan and implement projects and audits necessary to ensure effective and efficient operations of security measures.

Ability to establish and maintain effective working relationships within and outside the organization in a professional manner.

Ability to effectively plan, direct and supervise the work of others.

Ability to learn the criminal justice systems as they relate to security issues.

Ability to multi-task effectively.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs and/or verbal language, etc).

Ability to adjust work hours as assigned.

Ability to comprehend, analyze and research problems of a complex nature and make judgment decisions as to their solution.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Four years experience in the IT security management field plus extensive knowledge of electronic data processing audit procedures, including a CISA certification or commitment to become certified within one year of employment. A minimum of two years supervisory experience is preferred and can be substituted or included in the required four years experience.

Graduation from an accredited four-year college or university required in one of the following fields: Computer Security, Computer Science, Computer Information Systems, Math, Accounting, Business Administration or closely related area, with a minimum of 15 hours of IT-related coursework

NECESSARY SPECIAL REQUIREMENTS:

Must obtain a Certified Information Systems Auditor (CISA) Certification within one year of hire.

Must possess and maintain a MULES Certification within one year of hire.

Must be a United States citizen.